

## **WILLIAMS COMPLAINT FORM**

California *Education Code (EC)* Section 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response, you must provide the contact information below:

Respo	nse Requested:
Compl	ainant Name:
Addre	ss:
Phone	Number: Email Address:
Date p	roblem was observed:
Location	on of the problem that is the subject of this complaint:
Locatio	on of Problem: School name:
Addre	ss: Room Number:
Course	e or Grade Level: Teacher Name:
not sp	he following issues may be the subject of this complaint process. If you wish to complain about an issue ecified below, please contact the school or district for the appropriate district complaint procedure.  ic Issue(s) of Complaint: (please check all that apply; a complaint may contain more than one allegation)
1. Tex	tbooks and Instructional Materials (Education Code 35186; 5 CCR 4681)
	A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
	A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
	Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
	A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

		Teacher Vacancy — A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
		Teacher Misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
		Teacher Misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
3. Facility Conditions (Education Code 17592.72, 35186, 35292.5; 5 CCR 4683)		
		A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.
		A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.
		The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.
as en	nece nerge	describe the issue of your complaint in detail. You may attach additional pages and include as much text essary to fully describe the situation. For complaints regarding facilities conditions, please describe the ency or urgent facilities condition and how that condition poses a threat to the health or safety of its or staff:

2. Teacher Vacancy or Misassignment (Education Code 35186; 5 CCR 4682)

Please file this complaint with the principa	I of the school or their designee in which the complaint occurred:
Site:	Principal/Designee:
Address:	
Please provide a signature below. If you wi complaints, even anonymous ones, should	ish to remain anonymous, a signature is not required. However, al be dated.
Complainant Signature	